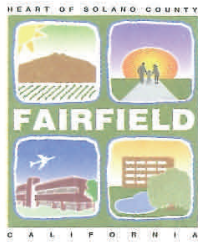




# **City of Fairfield Neighborhood Problem Solving Guide 2011**







## Mayor Harry T. Price

**COUNCIL**

Mayor  
Harry T. Price  
707.428.7395

Vice-Mayor  
Chuck Timm  
707.429.6298

Councilmembers  
707.429.6298

Catherine Moy

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Rick Vaccaro

• • •

City Manager  
Sean P. Quinn  
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• • •

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707.428.7419

• • •

City Clerk  
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• • •

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**DEPARTMENTS**

Community Development  
707.428.7461

• • •

Community Resources  
707.428.7465

• • •

Finance  
707.428.7496

• • •

Fire  
707.428.7375

• • •

Human Resources  
707.428.7394

• • •

Police  
707.428.7551

• • •

Public Works  
707.428.7485

September 21, 2011

Dear Fairfield Resident:

The City of Fairfield has developed this Neighborhood Problem Solving Guide as a step-by-step guide to help you find solutions to neighborhood problems. The Neighborhood Problem Solving Guide starts at the beginning of the problem solving process and is filled with helpful information including:

- How to organize neighborhood meetings
- How to run an effective neighborhood meeting
- City and community resources to assist in your problem solving efforts
- How to organize a neighborhood cleanup event
- How to publicize your community events

Please feel free to provide us with any comments you may have regarding its effectiveness. Additionally, if you have any questions regarding the Neighborhood Problem Solving Guide, please contact the office of Neighborhood Programs at (707) 428-7564.

We hope the Neighborhood Problem Solving Guide will help you to make your neighborhood a better place to live.

Thank you for caring about Fairfield.

Sincerely,

HARRY T. PRICE  
Mayor

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NOTES:

The city of Fairfield is a great place to live and work. The residents of the city enjoy many of the advantages of a large city while it retains the charm and character of a much smaller place. However, like all places, large or small, there are times when problems occur that affect our ability to enjoy where we live.

Are you experiencing a problem in your neighborhood and do not know where to turn? Are you unsure about how to fix the problem(s)? If your answer is “Yes”, the City of Fairfield has written the Neighborhood Problem Solving Guide for you. The Neighborhood Problem Solving Guide is a step-by-step guide designed to help you and your neighbors identify problems in your neighborhood, find the people, and Organizations to help with neighborhood problems, and to organize and run neighborhood meetings.

The Neighborhood Problem Solving Guide is divided into four chapters:

Chapter I  
Organizing Your Community to Solve Problems

Chapter II  
Running an Effective Neighborhood Meeting

Chapter III  
Identifying the City and Community Resources That Can Help  
You Solve Neighborhood Problems

Chapter IV  
Resource Contacts

If there is an established neighborhood association, leadership council, or Neighborhood Watch program in your neighborhood, you may want to contact the president or leader of one of these groups first to discuss the problem. However, the information in this guide is useful to both existing organizations and individuals that want to do something positive in their neighborhood.

## Working With Your Neighbors

*When your problems cannot be solved by a telephone call.*

Many neighborhood problems are corrected in a relatively short amount of time (one to sixty days). Problems such as clogged storm drains, and streetlights that need replacing are examples where a telephone call to the City can fix the problem. These types of problems typically do not require further work or follow-up by a community resident.

More complicated neighborhood problems take a longer time to resolve and require the neighborhood to work together to solve them. Examples of these problems include:

- Graffiti throughout the neighborhood
- A vacant lot that serves as a dump site
- Gang presence in a neighborhood
- A proposal to cut hours at your local library due to budget cuts
- A need for volunteers at a neighborhood school
- Problems with garbage or yard waste collection services
- Shopping carts in the neighborhood
- Lack of response by a government department or official

These are types of problems that the Neighborhood Problem Solving Guide can help you solve when picking up the telephone does not work.



## Identifying the Problem

If this is your first time using the Neighborhood Problem Solving Guide, let us begin by looking at only one problem. Use the Neighborhood Problem Solving Guide Identification Worksheet on the next page to write down your answers to the five questions below.

### *What is the problem?*

Write down your neighborhood problem on the Worksheet without providing an answer or solution. By clearly identifying the problem, it is easier to get others to help you.

### *What do you consider the boundaries of your neighborhood?*

Some neighborhoods do not have identifying characteristics or boundaries. You may live in one of these neighborhoods. Write down on your Worksheet what you think are the neighborhood boundaries. (*A street map is a good tool to help you*).

### *Where is the problem occurring?*

Now that you have defined the neighborhood boundaries, take a walk or drive to determine the size and impact of the problem. Write down on the Worksheet exactly where the problem is occurring by providing addresses and/or property descriptions.

### *What will happen if the problem is fixed?*

Think of good things that will happen if the neighborhood resolves the problem. Write down on your Worksheet at least three good things that will happen if the problem is resolved.

### *Are there three neighbors that you can talk to about the problem?*

Some neighborhoods have established neighborhood associations and/or Neighborhood Watch Programs. If your neighborhood has one of these organizations, you may want to speak to a member before continuing with this process. If these organizations do not exist, write down on your Worksheet the names of three neighbors you can talk to about the problem.

## Identifying the Problem



## NEIGHBORHOOD PROBLEM IDENTIFICATION

A problem facing our neighborhood is:

---



---

(Begin with one problem. Do not provide a solution or answer to the problem at this time.)

The area/boundary of our neighborhood is:

---



---



---

(A street map is a good tool to use.)

The problem is taking place at the following locations:

(List all streets, addresses of houses, parks, and/or playgrounds where the problem is taking place.)

---



---



---



---

(Write on the back of this Worksheet if you need additional space.)

Good things that will happen if this problem is fixed are:

(Reasons why neighbors should want to solve this problem. Examples include: Increased property values, lower crime rates, and a safer neighborhood for children to play.)

1. 

---
2. 

---
3. 

---

Three neighbors that I can talk to right now about the problem are:

1. 

---
2. 

---
3. 

---

## NOTES

## Organizing Your Neighbors

### Organizing Your Neighbors

Now that your Neighborhood Problem Identification Worksheet is complete, contact the three people on your Worksheet.

#### Step I

*Contact the three neighbors you wrote on your Worksheet.*

- Pick an agreed upon time to meet. Approximately two hours are needed to talk about the problem and plan the next steps.
- Pick a place (*e.g., home, coffee shop, or restaurant*) to have the meeting.
- Ask anyone with small children to arrange child care in advance.
- Remind each person to bring an ink pen, paper, and their personal calendar to the meeting. If a person does not have a personal calendar, ask the person to think about their future schedule of activities/events for the next 30 days.

#### Step II

*Take your Problem Identification Worksheet to the meeting.*

- Take your Worksheet with extra copies to the meeting.
- Take an unused/blank Worksheet in order to make changes.
- Use the information on the Worksheet to help discuss the problem.
- Make sure your neighbors agree on the neighborhood boundaries.
- If the neighbors believe this is a problem that the neighborhood should work to correct, make the necessary changes on the unused/blank worksheet to include the group's ideas.

#### Step III

*Take action to solve the problem.*

Now that you have decided to work to solve the problem, you will need to select a group leader. The group leader's responsibilities include:

- Setting up the neighborhood meetings.
- Preparing the meeting agenda (see Chapter 2).
- Serve as the meeting spokesperson.
- Follow up with people who are given assignments.

## Step IV

### *Planning a neighborhood meeting.*

Now that you have identified the problem and selected a group leader, it is important to get ideas and help from as many of your neighbors as possible. You can begin this process by inviting all of your neighbors to a neighborhood meeting. A neighborhood meeting is a good way to discuss the problem, get new ideas, get feedback, and recruit volunteers.

Who are your neighbors? Your neighbors are all of the people who live within the neighborhood boundaries identified on your worksheet. All homes, apartments, and businesses within this area should be invited to your meeting. This includes all homeowners, renters, apartment dwellers, and local businesses.

Here are tips on planning a successful neighborhood meeting:

- Select two calendar dates and times (*first choice and second choice*) at least three weeks in the future.
- Select dates and times that you believe you can get the most neighbors possible to attend the meeting.
- Select three possible meeting locations to hold the meeting. Possible meeting locations include libraries, community centers, schools, churches, and restaurants.
- Using the two dates you selected to hold the meeting, have someone in your group follow up on these suggestions (see Appendix A: How to Find a Meeting Room).

## Organizing Your Neighbors (Continued)

### Step V

#### *Finding a Wise Person to assist your neighborhood group*

There are many wise people in the community who are willing to volunteer their time to assist your neighborhood. A Wise Person is a community leader who has experience and knowledge in addressing community-wide issues.

Requesting a Wise Person to assist your neighborhood is a good way to insure that you are headed in the right direction. The Wise Person is needed to help oversee your next meeting as well as at the neighborhood meeting.

To request assistance, here are a few tips:

- Working as a group, think of a Wise Person to assist you in solving the problem. Wise people include but are not limited to business people, priests, ministers, school principals, school teachers, doctors, lawyers and include employees and volunteers of local organizations like the Chamber of Commerce, the United Way, Big Brother/Big Sisters, the Boy Scouts and Girl Scouts, League of Latin American Citizens (LULAC) and the National Association for the Advancement of Colored People (NAACP) . Service club members such as the Rotary, Kiwanis, or Lions Club can also help. Also, think about people from where you work who may be willing to help your neighborhood.
- Write down the names of three wise people and decide on a first, second, and third choice. Select a person in the group to contact the first Wise Person on the list. The person assigned to follow-up on contacting the Wise Person should have a deadline to report back to the group leader. The Wise Person should be given the dates of the planning meeting and the neighborhood meeting. If the first Wise Person declines your request, contact the second, and the third person on the list.
- If you get a Wise Person to help your neighborhood, you should provide the Wise Person a copy of the Worksheet. Invite him/her to the next planning meeting to help you get prepared for the neighborhood meeting. Ask the Wise Person to lead your neighbors in a brainstorming session on generating new ideas about how to solve the problem.

## Step VI

*Make a flyer to announce the neighborhood meeting.*

Make a flyer including the “Who, What, Where, and When” your meeting will be held.

Select someone from the group to make the flyer.

Have sample copies of the flyer for the group to review at the next planning meeting.

## Step VII

*Schedule a follow up planning meeting.*

Select a time to have a second planning meeting (two hours) for the group. Invite the Wise Person to this meeting. At this meeting, the group will discuss and confirm:

- The date, time, and location of the next neighborhood meeting.
- Review and finalize flyer.
- Discuss who will distribute and when the flyer will be distributed.
- Determine how many flyers will be distributed and who is responsible for printing.
- Prepare an agenda (see Chapter 2: Running an Effective Meeting).
- Confirm that the Wise Person will lead your neighbors in conducting a brainstorming session at the neighborhood meeting to get ideas about solving the problem.

## How To Begin A Neighbor Visit

### How To Begin A Neighbor Visit

Here are a few helpful tips for visiting your neighbors and distributing the flyer before the neighborhood meeting:

- Select times to visit neighbors at least one week before the meeting.
- Work in teams of two for support and safety on neighborhood visits.
- Visit neighbors between 10 a.m. and 7 p.m. Never visit after dark.
- Arrange child care for small children before making neighborhood visits (see Appendix B: Child Care).
- Take the Problem Solving Worksheet on the visits to help you answer questions neighbors may have about the problem.
- Encourage neighbors to attend the neighborhood meeting to share their ideas about the problem.

An example of how to begin the visit is provided below:

(Greeting of the day: Good morning, Good afternoon, or Good evening)  
My name is \_\_\_\_\_, and I am your neighbor who lives at  
\_\_\_\_\_. We are having a neighborhood meeting on  
\_\_\_\_\_ day at \_\_\_\_\_ place at \_\_\_\_\_ time to discuss a very  
important neighborhood problem. The problem that is affecting us is  
\_\_\_\_\_.

Have you experienced this problem? Do you have a few minutes to  
discuss the problem with me? (If “yes”, then discuss the problem. If “no”,  
ask if you can come back at a more convenient time.)

Use the Problem Solving Worksheet to help you on your visits. Remember to  
leave a copy of the flyer with your neighbor and thank your neighbor for allowing  
you the time to discuss the problem.



## NOTES

## Running an Effective Neighborhood Meeting

Now that you have passed out flyers with the date, time, and location information of your neighborhood meeting, please follow the following steps:

### Before The Meeting

#### Step I

- *Preparing the Meeting Agenda*
- The agenda provides information on what will be discussed, who will speak, and how long the meeting will last.
- Prepare an agenda for the meeting (see sample agenda on page 16).
- Make copies of the completed agenda for your meeting.
- Send a copy of the agenda to your Wise Person and/or other special guests at least one week before the meeting.

#### Step II

- *Arrange Child care for Young Children*
- Providing child care can increase meeting attendance as well as allow for greater participation from neighbors (see Appendix B: Child Care).

#### Step III

- *Meeting Room Set up for Neighborhood Meeting*
- Set up the meeting site at least thirty minutes in advance.
- Arrange the table and chairs to suit your meeting.
- Test all audio/visual equipment prior to use (if practicable).
- If serving refreshments, set out before the meeting begins.

#### Step IV

- *Greeting your Neighbors*
- Let your neighbors know that they are welcome at the meeting.
- Greet each neighbor with a smile as they enter the room.
- Pass out the agenda to each of your neighbors.
- Have each neighbor sign the attendance sheet (see page 17 for a sample sign-in sheet).
- Review “Rules of the Meeting” with everyone in attendance (see page 19).

#### Step V

- Begin meeting

## **At the Beginning of the Meeting**

Make sure the meeting starts on time and that each item below occurs at the beginning of your meeting:

- Explain why you are having the meeting and what you would like to do by the end of the meeting. Make sure you explain that the problem will not be solved in one day and that everyone is needed to make a difference.
- Have all of the people attending the meeting introduce themselves. Take about five minutes for introductions since all your neighbors may not know each other.
- Go over the basic rules of the meeting (see page 19). Have everyone agree to follow these rules. Meeting rules help keep order and help to keep the meeting on track and on schedule.
- Make sure everyone has signed the meeting sign-in sheet (see page 17) with their contact information as requested. This will make your job easier when you need to contact your neighbors.
- Review and change the agenda, if necessary. Sometimes you may have to make a change on the agenda.
- If someone comes in late, do not attempt to start over from the beginning. Continue the meeting and wait for a break or another opportunity to brief the person on the meeting.
- Have someone volunteer to take the meeting minutes.
- Discuss items on the agenda to solve problems.
- Make assignments per discussion, if needed.
- Set follow up meeting

## MEETING AGENDA

Meeting Date: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

The Reason For The Meeting

---

---

---

Meeting Goals/Accomplishments

---

---

---

Agenda Item/Speaker/Speaker Time

I.

Agenda Item	Speaker	Speaking Time
-------------	---------	---------------

II.

Agenda Item	Speaker	Speaking Time
-------------	---------	---------------

III.

Agenda Item	Speaker	Speaking Time
-------------	---------	---------------

Action Items/Next Step/Responsible Persons

1.

Action Item	Next Step	Responsible Person
-------------	-----------	--------------------

2.

Action Item	Next Step	Responsible Person
-------------	-----------	--------------------

3.

Action Item	Next Step	Responsible Person
-------------	-----------	--------------------

Next Meeting:

Location: \_\_\_\_\_

Time & Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

MEETING AGENDA

## NOTES

## MEETING SIGN-IN SHEET

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

#	Name	Address	Telephone #
			E-Mail Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Make additional copies of "Meeting Sign In Sheets" as needed

## NOTES



# MEETING RULES

- ### Other Rules:

[illegible]

17

## NOTES

## Identifying Community Resources That Can Help Solve Problems

### ABANDONED VEHICLES

#### **For abandoned or inoperable vehicles left on public property:**

Call Fairfield Police Dispatch. An employee may come out to place a notice on the vehicle which states that the vehicle needs to be removed within 72 hours or it may be towed. After 72 hours, if the vehicle is in the same location it may be towed.

#### **For abandoned or inoperable vehicles left on private property:**

Call Fairfield Police Code Enforcement. A code enforcement officer may be assigned to investigate your claim. If appropriate, the officer will work with the property owner to have the vehicle removed.

Residents interested in the removal of abandoned vehicles from public streets (vehicles parked on the street for more than 72 consecutive hours or that do not have current registration) or from private property should call:

Abandoned or Inoperable Vehicles on Public Streets 428-7300

Code Enforcement (private property) 428-7587

### BUILDING PERMITS/CONSTRUCTION

In order to ensure that all work performed on a structure is done in accordance with safety standards set forth by the City of Fairfield and the State Uniform Building Codes, it is necessary to obtain building, plumbing, mechanical, and electrical permits. The permit must be obtained before beginning construction work.

Building Department 428-7451

### BUSINESS

City staff and the Fairfield-Suisun City Chamber of Commerce are available to assist you in answering questions about business activity in Fairfield. Please contact the City of Fairfield or the Fairfield-Suisun Chamber of Commerce for additional information or go online to the City's website at [www.fairfield.ca.gov](http://www.fairfield.ca.gov) or the Chamber's website at [www.ffsc-chamber.com](http://www.ffsc-chamber.com).

City of Fairfield Finance Division 428-7496

City of Fairfield Community Development Department 428-7461

Fairfield-Suisun Chamber of Commerce 425-4625

### **Cable Television**

Comcast is the authorized franchise cable service provider to the City of Fairfield. If you have a problem or questions regarding cable television, please contact Comcast for assistance. (You may also contact the City Manager's Office for assistance if Comcast does not resolve or answer your questions to your satisfaction).

Comcast Corporation	1-866-942-1341
Comcast, Fairfield	1-800-945-2288
City of Fairfield Planning Division	428-7461
City Manager's Office	428-7402

### **City Council and Mayor**

The Mayor and Council Members of Fairfield are elected at large. Contact the Mayor or Council Members by calling the City Manager's Office to discuss issues that affect you and your neighborhood.

City Manager's Office	428-7402
Mayor's E-mail Address	harryp00@earthlink.net

### **Volunteer Opportunities**

Fairfield residents interested in volunteer opportunities to promote community services should contact the following:

Clean up of Parks, Playgrounds, and Neighborhoods	428-7767
Special Events	428-7767

## Adopt-A-Park

### Adopt-A-Park Program

The Adopt-A-Park program encourages community organizations, school clubs, corporations, and individuals to take an active role in improving Fairfield's park system. Adopting a park can take many forms, including establishing a presence in the park, to being on the look-out for maintenance issues and reporting these to the City, providing maintenance assistance in the form of general clean-up, stream bed clean up, painting, weeding, and providing input to the City on park development and use. We encourage you to become directly involved in improving parks, invest in environmental protection, and protect our resources while experiencing personal, social and physical rewards.

The City will erect a sign in the park adopted bearing the name of the adopting group or individual. While investing in the environment, you or your group will find this worthwhile and creative opportunity to improve and foster pride in your community.

Adopt-A-Park Volunteer Program Coordinator

428-7767

## Fairfield Housing Authority

### Fairfield Housing Authority

823-B Jefferson Street  
Fairfield CA 94533

Phone:

428-7392

Fax:

425-0512

TDD:

425-8143

Hours: Monday - Thursday 8 a.m. - noon and 1 p.m. - 5:30 p.m.

The office is closed every Friday.

Fairfield Housing Authority's mission is to: *Assist low income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives.*

The Fairfield Housing Authority administers the Section 8 Housing Choice Voucher Program (HCV), Project Based Vouchers, HCV Homeownership, and the Family Self-Sufficiency Program (FSS).

Check the Section 8 HCV Waitlist for dates and times for new applications.

## **Vacant Building Program Registration & Standards**

The City Code (Section 1: Chapter 27, Article X) states that vacant or foreclosed buildings which are neglected and not maintained can result in the physical deterioration of a neighborhood and other health problems to the community. The purpose of this city code is to provide standards for maintaining vacant buildings and to establish a monitoring program for those that are neglected. In short, a neglected vacant building is a public nuisance. Code Enforcement (private property) .....428-7587

### **Vacant Building Registration**

When you are notified by the Fairfield Police Department about a neglected vacant building, the owner of the building shall register the house in the Vacant Building Monitoring Program within ten (10) days of the date of the notice.

Registering your property in the Vacant Building Monitoring Program is the first step to bring your property into compliance.

### **Vacant Building Standards**

Each vacant house shall be maintained in accordance with the following standards:

(a) General. Each vacant house shall be maintained in conformance with all city codes, including but not limited to, Chapter 5 (Building and Housing Codes), Chapter 8 (Fire protection), Chapter 25 (Development Regulations) and Chapter 27 (Community Preservation). In particular, it is a public nuisance for a person responsible for property to violate section 27.401.

(b) Structural and building standards. A vacant house shall be maintained in a structurally sound condition. All electrical, natural gas, sanitary and plumbing facilities shall be maintained in a condition which does not create a hazard to public health or safety.

(c) Fire safety. A vacant house shall be maintained in a manner which does not create an unreasonable risk of fire. Weeds shall be removed if they may constitute a fire hazard. No vacant house or portion of it shall be used for the storage of flammable liquids or other materials which would constitute a safety or fire hazard. Heating facilities or heating equipment in vacant houses shall either be removed or maintained in accordance with applicable codes and ordinances. If heating equipment is removed, any fuel supply shall be removed or terminated in accordance with applicable codes and ordinances.

**Vacant  
Building  
Program  
Registration  
&  
Standards  
(Continued)**

(d) Security standards. A vacant house shall be maintained in a way which secures it from any unauthorized entry. The owner or responsible agent of a vacant house which has suffered an unauthorized entry must provide security which meets the following minimum standards:

- \* All windows and sliding doors must have either intact glazing or resistance to entry equivalent to or greater than that of a solid sheet of 1/4-inch plywood, painted to protect it from the elements, cut to fit the opening, and securely nailed using 6D galvanized nails spaced not more than six inches on the center.
- \* Doors and service openings with thresholds located ten feet or less above grade, stairway, landing, ramp, porch, roof, or similarly accessible area must be resistant to entry equivalent to or greater than that of a closed single panel or hollow core door 1 3/8 inches thick equipped with a 1/2-inch throw deadbolt.
- \* Exterior doors, if able to open, shall be closed from the interior of the house by toe nailing them to the door frame using 10D or 16D galvanized nails.
- \* There shall be at least one operable door into each house and into each housing unit. If an existing door is operable, it may be used and secured with a suitable lock such as a hasp and padlock or a 1/2-inch deadbolt or dead latch.
- \* All locks shall be kept locked. When a door cannot be made operable, a door shall be constructed of 3/4-inch CDX plywood and shall be equipped with a lock as described above.
- \* Debris removal. A vacant house and the adjoining yard areas shall be maintained free of debris, combustible materials, litter, and garbage.
- \* Appearance. A vacant house shall be maintained in a manner which minimizes the appearance of vacancy. Graffiti shall be promptly removed. All exterior surfaces, including any boarded windows or doors, shall be painted or otherwise finished to create a sufficient appearance of repair to deter unauthorized entry. The exterior of the property, including the landscaping, shall be kept in such a condition so as not to create the appearance of an unsecured, unoccupied structure, or other hazard to public safety.



## **Affordable Housing Programs**

### **Upcoming Trainings and Classes**

First Time Homebuyer and Foreclosure Workshops Presented by Unity Council  
Solano County First Time Homebuyer classes - Approved by the City of  
Fairfield - 428-7729

### **Financing Programs for Homebuyers**

The City of Fairfield participates in a number of Affordable Housing Programs designed to assist low and moderate income households. Disabled and minority households are encouraged to apply. For information on limits and eligible requirements on any program below call 428-7729 or see the City of Fairfield website at [www.fairfield.ca.gov](http://www.fairfield.ca.gov)

Mortgage Credit Certificate (MCC) Program - The MCC tax credit reduces the annual federal income tax of borrowers purchasing qualified homes. In effect, the MCC increases the buyer's annual income, thus allowing buyers to qualify for higher mortgage loans.

Silent Loan Down Payment Assistance Program - The Silent Loan Program provides up to \$50,000 (up to \$40,000 for down payment and/or closing cost assistance to low-income households with good credit purchasing a home in Fairfield. This program is for low-income first-time homebuyers. (Funding availability may change, so please call for current the most up-to-date funding assistance.)

CalHome Down Payment Assistance Program - The CalHome Program provides up to \$40,000 in the form of a deferred loan for down payment, and closing cost assistance to low-income households with good credit. To find out if the home you want to purchase is located in the Fairfield Redevelopment Project Areas download this file, Google Earth Map of CalHome Areas (Google Earth required). You must have Google Earth installed. For instructions on viewing the file, click on the instructions link on how to view files in Google Earth (Instructions).

## **Affordable Housing Programs**

## **Housing Rehabilitation Program**

### **Housing Rehabilitation Program**

Housing Rehabilitation Office (View Map)  
1049 Union Ave Suite C  
Fairfield, CA 94533  
Phone: 707-428-7688  
email: [ldon@fairfield.ca.gov](mailto:ldon@fairfield.ca.gov)

#### **Purpose:**

The Housing Rehabilitation Program helps maintain and improve Fairfield's affordable housing stock by providing low-interest loans and project management to low to moderate-income home owners who need to make repairs and improvements to their properties.

#### **Home Improvement and Repair Loans are funded through the following sources:**

Community Development Block Grant

- State of California CalHome Program
- State of California HOME Program
- Fairfield Redevelopment Agency Low-Income Housing Funds
- Program guidelines and State law require loan funds assist low and moderate-income households. The program is available for Owner-occupied homes and rental properties located within Fairfield city limits

#### **Typical work includes:**

- Correct code, health, and safety violations
- Remove mold, asbestos, and lead hazards
- Make General Property Improvements
- Complete ADA modifications
- Additional funds may be available to qualified owners for ADA improvements, if any household member is disabled (verification must be provided)

## Neighborhood Programs

### Fairfield Housing Authority

Section 8 Tenant Based Vouchers

Project Based Vouchers

Section 8 Homeownership Option

Family Self-Sufficiency Program

### Housing Rehabilitation Program

Deferred Home Improvement Loans

Below Market Interest Loans

ADA Improvements

### Quality Neighborhoods Program

Resident Services

Community Partnerships

Community Preservation Ordinance

For information call 428-7392

## Quality Neighborhood Programs

Quality Neighborhoods Office

1049 Union Ave., Suite C

Fairfield, CA 94533

Phone: 428-7564

Fax: 425-0239

TDD: 425-8143

***"Shaping our community's future by  
enriching and empowering lives to create  
neighborhoods of choice."***

The Quality Neighborhoods Program focuses on low to moderate income neighborhoods that are in need of comprehensive revitalization. The Program works in collaboration with property owners/managers, residents, community partners and strives to reverse neighborhood decline by:

- Providing a safe, affordable, clean, and well-managed neighborhood for the citizens of Fairfield.
- Decreasing police calls for service in a given area.
- Having all of the buildings in Quality Neighborhoods areas meet current state and local housing codes.

The Quality Neighborhoods Program has made great strides in bringing about change to designated neighborhoods.

## Neighborhood Programs

## **Foreclosure Assistance**

### **Foreclosure Assistance**

#### **Get the Facts/Get Help**

**Pacific Community Services, Inc.**  
**800-914-6874**

Foreclosure Information for California <http://www.foreclosureinfo.org/>

How to Avoid Foreclosure

U.S. Department of Housing and Urban Development

Resources for Consumers - Home Loan Bank

Community Referral - Fairfield Housing Authority

Mortgage Defaults and Foreclosure Referrals

#### **Contact your Bank**

How to Contact Your Bank—Your bank should be your first port of call. Once you tell your bank that you have a problem, they can take the necessary steps to fix it. A customer service representative should be able to assist when you first contact the bank.

Lender Contact List—<http://theloanmodguru.com/lender-contact-list>

#### **Free HUD Approved Counselors**

Unity Council - <http://www.unitycouncil.org/>

Pacific Community Services, Inc - <http://www.pcsi.org/>

#### **Know your Rights**

Consumer Credit Counseling of San Francisco - <http://www.cccssf.org/>

Legal Aid of Northern California - <http://www.lsncl.net>

Hope Now Hot Line - <http://www.hopenow.com>

# **Building & Fire Safety Division**

## **Permit Process**

Before commencing construction, repair or making any major alterations, please confer with the Building Division to make certain that the project conforms to current building and zoning codes and that the proper permits are obtained. The Building Safety Division cannot legally design, redesign, or perform structural calculations for construction projects. The services of an architect or a structural engineer may be required for certain projects.

## **Building Division**

Prior to the issuance of a building permit by the Building Division, information concerning zoning regulations must be obtained from the Community Development Department's Planning Division. Contact at 428-7461.

## **Required Drawings**

It is not necessary to be a proficient draftsman; however, the following basic information must be on a plan on 18" x 24" minimum size paper drawn to a scale of 1/4" = 1' showing the following:

- *Plot Plan* - showing the position of the proposed project in relation to existing buildings, property lines and public utility easements. This plan is to be drawn to a scale of 1:20 which means 1 inch is equal to 20 feet.
- *Foundation Plan* - indicating the type and size of footing used. (A handout is available through the Building Division Office).
- *Framing Section* - showing sizes of framing members and methods of assembly and, if required, the R-value of insulation being used.
- *Floor Plan* - detailing the location of walls, supports, size and location of doors, windows, electrical outlets, heaters, plumbing fixtures, smoke detector, and the square footage of the project.
- *Elevations* - showing two or more sides of the proposed structure.

**Permit Application Information**  
**City of Fairfield Building Division**  
**1000 Webster Street - 2nd Floor**  
**Fairfield CA 94533**  
**707-428-7451**

When applying for a permit, certain information is required to complete the permit application:

- Description of the work.
- Location of the project (street number and name).
- Legal owner's name, address, and phone number.
- Valuation of the proposed work.
- Other information may be required.
- The owner, an authorized agent, or a licensed contractor is the only person who can legally sign the building permit application. Upon approval of the application and issuance of the permit, the permitted has 180 days (6 months) to commence work on the project.

## How to Find a Meeting Room

There are many free places in Fairfield where neighborhood and community groups can hold their meetings. Where you hold your meeting can significantly improve the meeting's success. To assist you in your meeting room search, please answer the four questions listed below:

- What is the purpose for your meeting?
- How many people do you think will attend your meeting?
- What is the date, beginning and ending times for your meeting?
- What type of special room set up requirements/equipment is needed to hold your meeting (e.g. blackboard, easels, projection screen, audio visual equipment, tables, and chairs).

## Finding the Proper Meeting Location

- Select three possible meeting places based on your Worksheet answers.
- Rank the locations as the groups first, second, and third choice.
- Select a person in the group to follow up and find out if the neighborhood can hold its meeting at one of these locations.
- When following up on reserving a meeting place, use the Worksheet to help answer questions when reserving the room.
- Give the person a deadline to report back to the group. If the three sites are unavailable, the person should report back so the group can select other potential sites.
- After you reserve a meeting location, make sure you understand the facility's rules. The liaison person for the facility can help with this information.

## **Popular Meeting Locations**

### **Solano County Libraries**

Solano County Libraries offer meeting rooms for rent as part of its mission to provide “commons” for the community - a safe and inviting place for people to meet, interact, discuss, and work with others.

The Library Centers are located at:

Fairfield Civic Center Library  
Becker-Balmer Meeting Room  
1150 Kentucky Street  
Fairfield, CA 94533  
(Adjacent to the Fairfield Community Center)

Fairfield Cordelia Library Meeting Room  
5050 Business Center Drive  
Fairfield, CA 94534

You can make room reservations up to six months in advance. Groups may use the meeting room up to six times per year.

To inquire about reserving a room, call: **1-866-57-ASKUS** (Note: When calling a library about the meeting rooms, listen for the prompt and press “5”). Library information also provided on pages 34 to 37 of this guide.

### **Local Churches**

Many of the local Fairfield churches/synagogues/temples may provide space available for the general public to conduct meetings. It is recommended that you contact the nearest church in your neighborhood to inquire if meeting rooms are available. The church can also represent a community leader and be an integral part of the problem solving process. Two easy ways to find out if your neighborhood can hold a meeting at a religious facility are:

1. Request that someone who lives in the neighborhood and attends that church/synagogue/temple make the request on behalf of the neighborhood group wanting to hold the meeting; or contact the church/synagogue/temple office directly to inquire about reserving a meeting room.



## **Fairfield Community Resources Department**

### **Facilities/Rentals**

#### **Neighborhood Centers for Rent**

The City of Fairfield recently opened three Neighborhood Centers that are available to businesses and private individuals for use on a rental basis. The facilities include approximately 1,200 square feet of open meeting space, a kitchenette, restrooms, and tables and chairs for up to 50 people. The setting is ideal for small business gatherings, product parties, and meetings.

The Neighborhood Centers are located at:

- Laurel Creek Neighborhood Center (adjacent to Laurel Creek School at 2980 Gulf Drive.
- Western Health Advantage Neighborhood Center (adjacent to B. Gale Wilson School at 3305 Cherry Hills Court).
- Mankas Neighborhood Center (in Mankas Park at 2800 Owens Street).

The Neighborhood Centers are generally available for rent Monday through Friday evenings and on the weekends. Rates range from \$32 to \$50 per hour with discounts for multiple dates. A \$100 cleaning and damage deposit is also required. Please call **428-7422** for further information, reservation forms and/or to set up a visit to one of the Neighborhood Centers.

#### **Civic and Social Clubs**

Many people in your neighborhood are members of civic and social clubs. Many of these organizations have their own buildings and allow their members to use them under certain conditions. If someone in your neighborhood is a member of one of these organizations, have that person make a request for use of the facility on behalf of the neighborhood group.

#### **Restaurants**

Many Fairfield restaurants have meeting rooms that are ideal for holding meetings. These restaurants may allow your neighborhood group to hold a meeting at their location for little or no cost. Do not be afraid to speak with the manager or assistant manager about holding a meeting at their restaurant.

#### ***Food and Drinks***

You are welcome to serve food and other light refreshments, however, alcoholic beverages are prohibited. The kitchen and tables must be cleaned after use.

#### ***Checking In***

To have the room opened, please check in with a staff member. If there are questions about the condition of the room, please tell us immediately.

#### ***Checking Out***

When you leave, please return the room to the condition you found it. You will be held responsible for the condition of the room. Please give a staff member the number of attendees so we may note it for our records.

#### ***Reminder***

The library staff is not able to deliver or receive messages or store equipment and supplies.

#### ***Loss of Privilege***

If policies are violated, the room is left in poor condition, or the table and chairs are not left as they were found, your group may be denied use of the meeting room in the future.

#### ***Computer Centers***

Our computer centers are not available for outside groups to book for their own purposes.

#### ***Fairfield Civic Center Library Becker-Balmer Meeting Room***

1150 Kentucky Street  
Fairfield, CA 94533

#### ***Fairfield Cordelia Library Meeting Room***

5050 Business Center Drive  
Fairfield, CA 94534

#### ***John F. Kennedy Library Joseph Room***

505 Santa Clara Street  
Vallejo, CA 94590

#### ***Rio Vista Meeting Room***

44 So. 2nd Street  
Rio Vista, CA 94571

#### ***Suisun City Library Meeting Room***

801 Pintail Drive  
Suisun City, CA 94585

#### ***Vacaville Public Library- Cultural Center Meeting Room***

1020 Ulatis Drive  
Vacaville, CA 95687

#### ***Vacaville Public Library- Town Square Meeting Room***

One Town Square Place  
Vacaville, CA 95688

#### ***1-866-57-ASKUS***

Note: When calling a library about the meeting room, listen for the prompt and press "5."



## ***Solano County Library Meeting Rooms***



***1-866-57-ASKUS***

Printed 3/09

## **Library Meeting Room Information**

# Library Capacities And Hours

## Welcome

Solano County Library offers its meeting rooms for rental as part of its mission to provide a "commons" for the community—a safe and inviting place for people to meet, interact, discuss, and work with others.

## Who May Use Our Meeting Rooms

Meeting rooms are available to both non-profit and for-profit groups. However, groups may not hold fundraising events, offer items for sale, or charge admission while meeting in the library.

**Non-Profit Groups** County facilities are not available for political meetings or social purposes. Examples of non-profit groups that use our meeting rooms include:

- Charitable organizations
- City & county agencies
- Scouting organizations

**For-Profit Groups** Profit making groups may use the meeting room for training. The room is not to be used to advertise or support services for profit-making ventures. Neither may it be used for meetings that generate lists of potential clients. Examples of profit-making groups include:

- Piano recitals
- Legal depositions
- Testing services
- Performance rehearsals
- Financial institutions

## Meeting Room Capacities and Hours

	Capacity	Chairs	Tables	Non-Profit 4 hrs or less	Non-Profit 4 hrs or more	For-Profit 4 hrs	For-Profit 4 hrs or more	Hours
Fairfield Civic Center	78	78	21	\$50	\$100	\$100	\$200	Mon-Thu Fri & Sat Sun
Vacaville Public Library-Cultural Center	30	30	1 large	\$35	\$ 70	\$ 70	\$140	10-9 10-5 1-5
John F. Kennedy Library, Vallejo	264	175	15*	\$50	\$100	\$100	\$200	Mon & Wed Tue & Thu Fri & Sat Sun
Fairfield Cordelia	72	72	16	\$50	\$100	\$100	\$200	10-6 10-9 10-5 1-5
Vacaville Public Library-Town Square	60	60	16	\$50	\$100	\$100	\$200	
Suisun City Library	119	72	15	\$50	\$100	\$100	\$200	Mon & Wed Tue & Thu Fri & Sat
Rio Vista Library	30	30	4	\$15	\$ 30	\$ 30	\$ 60	10-6 10-9 10-5

\*Various sizes

## Hours

Meeting rooms are available during the hours the library is open. In some locations the meeting room can be used when the library is closed.

## Reservations

You can make reservations up to six months in advance. The room is not considered reserved until an application form is completed and the fee is paid. Groups may use the meeting room up to 6 times per calendar year.

## Application

An application is available at all Solano County Library locations and online at [solanolib.org](http://solanolib.org) under "About Your Library/General Information."

## Fees & Deposits

The rental fee and a separate check for a \$25 cleaning deposit are due when the reservation is made. The cleaning deposit will be refunded once a staff member has inspected the room at the conclusion of the meeting. All checks should be made out to Solano County Library.

## Room Arrangement

Arrangements for room set-up can be made at the time of reservation. Please make arrangements for the use of library projectors, easels, coffeemakers and other equipment in advance.

**Fairfield Cordelia Library-**

**Meeting Room**  
5050 Business Center Drive  
Fairfield, CA 94534

**Equipment**

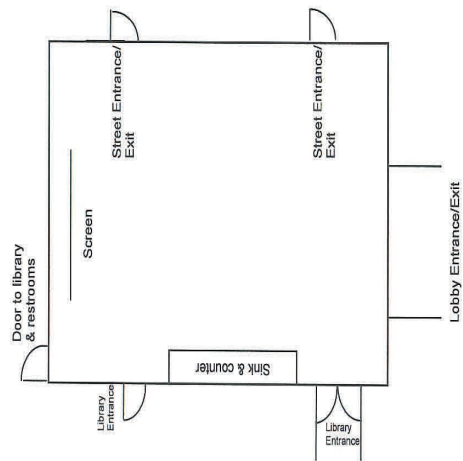
- TV/VCR/DVD Player
- Laptop computer
- Internet connection
- Computer projector
- Drop-down projection screen
- Easel with flip chart pad
- Listening devices for hearing impaired
- Lectern
- Sink
- Microwave

**Please make arrangements to borrow library equipment when you make your reservation.**

**Restrooms**

Restrooms are located just outside the meeting room door.

**Fairfield Cordelia Library  
Meeting Room**



Not to scale

**Library  
Meeting  
Room  
Diagram**

# Library Meeting Room Application

## SOLANO COUNTY LIBRARY MEETING ROOM USE APPLICATION FOR PERMIT

The applicant hereby applies for permission to use the meeting room in building owned or controlled by the Solano County Library.

Approval of this permit is subject to the Rules and Regulations for the use of Meeting Rooms of the County Library as approved by the Board of Supervisors. Use of meeting room in the Vallejo Libraries is also governed by Ordinance No. 967 N.C. City of Vallejo (Chapter 5-24 Vallejo Municipal Code). The applicant hereby agrees that he shall hold the Solano County Library and any other governmental entity involved in library operations free of any liability whatsoever for any damage to persons or property arising from any incident or condition relating to use of the privileges granted by this permit. The applicant hereby warrants that he will secure all necessary performance licenses for audio-visual materials and indemnify the library for any failure on their part to do so. The applicant also agrees that he shall be responsible to pay the cost of repair of any damage to the building, the contents thereof, or grounds which may result from the use of the privileges granted by this permit. Signing of this application indicates agreement with and receipt of Rules and Regulations for the use of County Library Meeting Rooms.

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS OF ORGANIZATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_

NAME OF PERSON MAKING  
APPLICATION \_\_\_\_\_ TITLE \_\_\_\_\_

PURPOSE FOR WHICH ROOM IS TO BE USED \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING \_\_\_\_\_

COMPLETE LIST OF ARTICLES TO BE BROUGHT INTO ROOM \_\_\_\_\_

DATE (S) REQUIRED \_\_\_\_\_ TIME (S) REQUIRED \_\_\_\_\_

KITCHEN REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

SLC 120 REV 12/03

## NOTES

## Child Care

It is important to consider child care when planning a neighborhood meeting. By providing child care you can increase meeting attendance, and allow participants to give their undivided attention to the issues at hand.

Helpful child care hints for a small meeting (maximum ten people) include:

- Request in advance that people make arrangements for child care.
- Find a neighbor to watch the children (responsible adult).
- Under supervision, arrange for children to see an appropriate video or movie (not recommended for children under four).
- Arrange a special room where children are supervised with activities such as story reading, crafts, board games, or manipulative activities such as Lego or Duplo.

Helpful child care hints for large meetings (more than ten people) include:

- Request in advance that people make arrangements for child care.
- Arrange for adult supervised child care in a separate room at the meeting location.
- Contact local youth organizations such as Boy Scouts or Girl Scouts to see if they would consider an orientation for children while the meeting is taking place, if age appropriate.
- Arrange for professional child care services with a non-profit organization for a nominal fee.

## NOTES



## A Neighborhood Cleanup

A neighborhood cleanup sponsored by residents is a great way to improve the appearance of a neighborhood and instill community pride. The history of neighborhood cleanups in Fairfield has been successful.

You may already have people within your neighborhood interested in a neighborhood cleanup project. By working together, homeowners, renters, and businesses of your neighborhood may want to organize a cleanup to address any of the items listed below:

- Cleaning up vacant lots.
- Removing abandoned/junk cars from public streets.
- Removing abandoned/junk cars from private property.
- Removing automobile and truck tires from the neighborhood.
- Weed abatement (cutting weeds).
- Removing household junk from private property.
- Removing graffiti from fences, buildings, and signs.
- Painting fences and fire hydrants.
- Removing broken glass from public and private property.
- Cleaning up neighborhood parks (trash removal) (Adopt-A-Park).
- Removing debris and junk from neighborhood creeks.
- Removing shopping carts from neighborhoods (this activity may need to be coordinated with businesses and contract services).

You may have many people within your neighborhood interested in participating in a cleanup project. Your community's planning of a cleanup event and the number of homeowners, renters, and businesses that participate will determine its success.

If you would like to organize a cleanup event in your community, please complete the Neighborhood Problem Solver Worksheet on page 7 to identify the neighborhood or boundaries that will begin the cleanup process.

The City Manager's Office can help you prepare for your first neighborhood meeting to discuss having a community cleanup. This coordination will help answer questions regarding:

- How to get your neighbors involved?
- How much do cleanups cost and what paperwork is needed?
- How to make arrangements with Solano Garbage?
- How to get assistance from the City's Public Works Department?
- How to advertise and promote your event?

### **Getting Your Neighbors Involved**

The Environmental Resource Assistant (428-7489) will help you plan a neighborhood meeting to get residents interested in a community cleanup. The meeting should include as many of the neighborhood's homeowners, renters, and businesses as possible. The reason for having the neighborhood meeting is to:

- Schedule the cleanup date (for cleanups sponsored by residents of your community). This meeting should be at least six weeks from the event or longer.
- Time of the cleanup
- Neighborhood boundaries for the cleanup
- Resources/equipment needed to have the cleanup

Additionally, the Environmental Resource Assistant will help with planning details such as:

- volunteers
- water
- equipment
- supervision of volunteers and children

### **Cleanup Costs and Paperwork**

There will be costs related to a neighborhood cleanup that vary depending on your needs. The Environmental Resource Assistant will assist you with figuring cleanup costs.

Before beginning a cleanup, you may need a "Special Events Permit" which is provided by the City. You will need to submit your permit application at least 30 days before the event. The City also requires liability insurance for the event, if it is held in a public area.

## Information About Your Neighborhood Cleanup

### Before The Neighborhood Cleanup

- Plan to have at least 50 homes within the boundaries of the cleanup area.
- The group must provide method(s) to inform and involve the neighbors.
- The group must present a list of dumpster locations and the names, addresses, and phone numbers of the people who will be monitoring each bin. (For every bin ordered a minimum of two people are needed.)
- The group must organize and plan the event two months in advance of the event date.
- The group must submit a City of Fairfield Special Events Application for other related activities (e.g., street closures, block party, sound systems).

### Final Analysis of Your Neighborhood Cleanup

Today's Date/Name of group: \_\_\_\_\_

Please list the date of the neighborhood cleanup.

Month	Year	Start Time	End Time
-------	------	------------	----------

Number of houses covered by the neighborhood cleanup? \_\_\_\_\_

Contact person for your group:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

Telephone (Work)	Telephone (Home)	E-Mail
------------------	------------------	--------

Please list the streets/cross streets that form the boundaries of the neighborhood cleanup.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of bins collected?

\_\_\_\_\_

Size of Bins: \_\_\_\_\_ yards    How Many? \_\_\_\_\_

## Information About Your Neighborhood Cleanup

A neighborhood cleanup is usually organized by a neighborhood association. Other community groups that might organize or help with a cleanup include:

- Non-profit organizations
- Schools, community colleges, and universities (conservation, environmental, service clubs, etc.)
- Youth groups such as 4-H clubs or Boy/Girl Scouts
- Churches
- Juvenile and adult probation/community service programs

Here are some helpful tips for organizing a successful neighborhood cleanup event.

### Time

You will need time to organize the event. Spring is the best time to do a cleanup - before grass and weeds have a chance to grow and hide trash and make retrieval more difficult. When you select a day for the cleanup, check with volunteer organizations in your area to avoid any conflicts your volunteers may have. Reserve your roll-offs or hauler for your selected date.

### A Good Plan

A good plan will help your group set a direction and document the steps you need to take to organize the neighborhood cleanup.

- Forming a neighborhood cleanup committee is a great way to get things done efficiently and build ownership at the same time.
- Before you start, buy a small notebook and label it "Cleanup Book" to record names, numbers, and other important information.
- It is recommended you document everything and maintain a cleanup file you can use for references and future grant applications.
- Research your "cleanup area" to get an idea of the support you will need.
- Consider making sample maps to coordinate placement of roll-offs, drop sites, or pickup routes.
- Make notes on the amount and types of trash, any situations needing special tools/equipment or consultations, a rough estimate of the number of volunteers, names of neighboring businesses and homeowners, etc.

Some of the typical cleanup needs include:

- Volunteers
- Trash bags
- Safety signs
- Refreshments
- Gloves (heavy-duty)
- Buckets for sharp objects
- Insect repellent
- Tools (ropes, rakes, shovels, etc.)
- Trees/wildflower/grass seeds
- Safety vests
- First aid supplies
- Communication equipment
- Gift certificates/coupons
- Money for the neighborhood fund

## Neighborhood Cleanup

Now you are ready to build your "community team" for your neighborhood cleanup.

### **Building a Team**

Remember letters work well, but personal contact is the best way to build your team and secure the needed resources for the job. If you do not know your neighbors, now is a good time to meet them. Introduce yourself and tell them what you would like to do. Do not ask for a commitment -- that will come later -- just get a feel for the support you have. There may be groups within your community that regularly organize community projects. Consider partnering with these or other groups, even if they are not in your neighborhood. Businesses, utilities and local government also take pride in their communities. Ask them to help with this community effort by donating items, gift certificates, or money. Designate an event photographer to assure you have photos for newsletter articles, annual reports, web page projects, promotional flyers, etc.

### **Advertise/Promote**

Create a promotional flyer to distribute at local businesses. Specify what will be or will not be accepted; provide options for those items. Inform neighborhood members about trash pickup time. Specify the cleanup will occur regardless of the weather. Publicize your event in neighborhood newsletters, web site, community bulletin board, and local media. Invite the media to do a story on your cleanup -- this will recognize volunteers, donors, and sponsors.

### **Implementation**

Before you start, gather everyone together to review safety requirements and restrictions, workday strategies, distribute supplies, and to answer questions. Have a cleanup plan, such as starting at one end of the street and working to the other end or starting at both ends and working towards the middle. Spread volunteers out so they have plenty to do and not waste any time.

Designate a coordinator for the event, who will:

- Register volunteers.
- Make sure everyone is aware of safety requirements and areas to avoid.
- Make sure children are assigned adult supervision.
- Answer questions on collection and removal.
- Have brochures and coupons available on how to dispose of items you cannot accept (hazardous waste, tires, batteries, waste oil, etc.).

### **For your recycling needs contact:**

Solano Garbage - 437-8900 or [www.solanorecycles.com](http://www.solanorecycles.com)

## NOTES

**Questions?**  
If you have any ques-  
tions  
please contact your city  
representative

## Information About Your Neighborhood Cleanup

Please provide the address of bin locations and the names and contact information of those who will be responsible for monitoring the bins.

Bin 1	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		
Bin 2	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		
Bin 3	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		
Bin 4	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		
Bin 5	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		
Bin 6	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		
Bin 7	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		
Bin 8	_____	_____	_____
	Contact Person	Address	Telephone
	_____		
	Name of the 2 persons who will monitor the bins		

**Additional  
Neighborhood  
Clean Up  
Responsibilities**

**Graffiti**

**How do I report graffiti?**

Determine if the graffiti vandalism is on public or private property.

For graffiti on public property: If you see the crime in progress, call **428-7300**. You can call the Fairfield Police Department and have an employee take a report. For removal of graffiti on public property, contact Public Works Graffiti Hotline at **707-428-7406**.

For graffiti on private property: Contact the Code Enforcement Unit at **428-7763** and the property owner and then work with the owner to have the graffiti removed. This includes, but not limited to, graffiti on fencing, walls, homes, signs, private, and commercial property.

**Whose responsibility is it to remove graffiti?**

Any owner or individual having control of a property is responsible for immediately removing it.

Note: The most effective response to graffiti is to photograph it then remove it quickly. Doing this demonstrates ownership of your neighborhood. By taking ownership and maintaining your neighborhood, you tell the community that you care.

**Report garbage that has been illegally dumped:**

The City of Fairfield is responsible for the removal of garbage that is dumped on any property owned by the City of Fairfield. A report of any garbage being dumped illegally can be made by calling the City of Fairfield Public Works Department at **428-7407**.

Illegal garbage dumping on private property should be reported to the Front Line Services Division (Patrol) **428-7300**.

**Garbage Dumping**



## A LETTER TO AN ADVISOR/WISE PERSON

[Date]

Mr. Bob Smith  
Principal  
No Name High School  
1234 XXXXX St.  
Fairfield, CA 94533

Dear Mr. Smith,

Thank you for agreeing to serve as our neighborhood advisor. As I mentioned on the telephone, the residents of [LOCATION] are interested in meeting to discuss the proposal to locate a 24-hour XYZ Liquor Express Store in our neighborhood. We do not want another liquor store in our neighborhood.

As we discussed, I am reminding you of the two meeting dates that we need your help:

On [DATE], we have planned a meeting to finalize the meeting agenda and the flyer for distribution to our neighbors. The meeting will take place at Mrs. XXXXXX's house from [TIME]. Mrs. XXXXXX lives at XXXX Lane.

Our neighborhood meeting to discuss this problem with our neighbors is planned on [DATE]. The meeting time is from [TIME] at the Civic Center Library. The library is [LOCATION].

Thanks once again for agreeing to assist us, and I look forward to seeing you on [DATE]. If you have any questions or suggestions prior to our meeting, please do not hesitate to call me at 707-777-7777 during the day and at (707) 555-5555 during the evening.

Respectfully yours,

XXXXXXXXXXXX  
Concerned Neighbor

APPENDIX D

## A LETTER OF CONCERN TO AN ABSENTEE PROPERTY OWNER

[DATE]

Mr. Absentee Owner  
765 No Name Circle  
Fairfield, CA 94533

Dear Mr. Owner,

As a long time owner on No Name Circle, you are very well aware of the pride we take in our homes. The neatly kept homes and colorful landscaping make No Name Circle a nice place to live and raise a family.

As residents, we are writing you regarding your rental property at XXX No Name Circle. We are concerned about the way your tenants are maintaining this property. The beautiful landscaping that was in the front yard when you lived at this address has been replaced with overgrown weeds and two junk cars. Additionally, the house paint is peeling and there is a lot of "stuff" located in the side yard.

On behalf of all the neighbors on our block, we are requesting your assistance in doing a little spring cleaning and making the necessary repairs to the house. If you would like to discuss this issue further or need assistance, please call me at (707) 666-6666.

Sincerely yours,

George XXXXX  
Concerned No Name Circle Neighbor

## Find Name and Address of a Property Owner

The Solano County Assessor is your resource to obtain information for a property owner. The Assessor is responsible for identifying property and its ownership, and placing value on all taxable property with the County. This information is compiled into the Annual Assessment Roll and is reported to the State, the County Administrator's Office, Treasurer/Tax Collector/Clerk, Auditor-Controller, other public agencies, and to the public.

Assesor's Hours: Monday - Friday, 8 am - 5 pm

Address: 675 Texas Street, Suite 2700  
Fairfield, CA 94533

Walk-In: Located in Fairfield between Texas & Delaware Streets, Union Avenue & Jefferson Street in the six-story County Government Center. Free 2-hour public parking on the 1st or 2nd floor of garage, enter from Delaware or Jefferson Streets.

Phone: Main 707-784-6210  
Valuation: 707-784-6210  
Exemptions: 707-784-6210  
Mapping: 707-784-6240

Email: [Assessor@solanocounty.com](mailto:Assessor@solanocounty.com)

## NOTES

## INVITATION TO CITY HALL

[DATE]

City of Fairfield City Hall  
1000 Webster St.  
Fairfield, CA 94533

To Whom It May Concern,

I am writing to follow up on our telephone conversation on (Date). As we discussed, the vacant lot at XXXXXXXXXX has served as a dump site for the past two years. Each time the site is cleared, the garbage and refuse return. In an effort to find a solution to this neighborhood nuisance, residents in our neighborhood have decided to hold a neighborhood meeting to begin the development of a permanent solution to this problem.

I am confirming your attendance at this meeting scheduled for (Day), (Date & Time). The meeting will be held in the Community Room of the Solano County Library located on Kentucky Street. Please contact me if you have questions or need additional information at (707) XXX-XXXX.

Respectfully yours,

Joe Smith  
Concerned Resident

APPENDIX E

## NOTES

## Publicizing your Event

Send press releases to the following media sources:

Daily Republic  
1250 Texas Street  
Fairfield CA 94533  
(707) 427-6989  
Fax: (707) 425-5924  
[www.dailyrepublic.com](http://www.dailyrepublic.com)

The Reporter  
916 Cotting Lane  
Vacaville CA 95688  
(707) 448-6401  
Fax: (707) 451-5210  
[www.thereporter.com](http://www.thereporter.com)

KUIC 95.3  
555 Mason Street  
Vacaville CA 95688  
(707) 446-0200  
Fax: (707) 446-0122  
[www.publicservice@kuic.com](mailto:www.publicservice@kuic.com)

City of Fairfield  
Channel 26  
1000 Webster Street. - IT Division  
Fairfield CA 94533  
(707) 428-7752  
<http://www.fairfield.ca.gov/>

## NOTES



## Nuisance Neighbor How to Sue in Small Claims Court

A Small Claims Court suit can sometimes be the best way for a neighborhood group to force an irresponsible property owner to act after all other remedies have been exhausted. Before you start any Small Claims Court action, you may want to read *Everyone's Guide to Small Claims Court*, California 11th Edition, by Ralph Warner. This technical self-help law book gives you a detailed account of what to do and how to do it. It is easy to read and is available at Nolo Press in Berkeley, at most bookstores and the library. In addition, free legal advice is provided through the Small Claims Court Advisor 435-2395.

The following are typical steps one would follow to resolve a public nuisance

### 1. Get Organized

Talk to your neighbors and organize yourselves into a coordinated group. You may want to assign roles and responsibilities and set deadlines for the tasks you are about to undertake. You can share information about your rights, the law, and the steps needed to remove the nuisance from your neighborhood.

### 2. Document Everything

Maintain an activity log. The log should include any activity that “deprives you of the quiet use and enjoyment of your property, or causes you any emotional or mental distress.” Your log should include dates and times, plus a description of the activities that disturbed you and how you suffered.

### 3. Notify the Nuisance Owner

Write a letter to the property owner letting her or him know that if no action is taken within 10 days, the neighborhood group will collectively sue her or him in Small Claims Court for maintaining a Public Nuisance. Send the letter certified mail, return receipt requested. If the property owner still does not act, then you may proceed with your Small Claims Court lawsuit.

### 4. File Your Claims

Everyone in your neighborhood group must individually file a claim, which may be collectively heard in court. Children under the age of 18 years may sue by using their parents as their legal guardian. Visit the Small Claims Court Clerk and let her or him know what you are doing, how many people are involved, and if any children are suing. Pick up the forms needed for filing from the clerk. Ask about a Small Claims Court Advisor and if his or her services are free. Let him or her help you with all the details.

## 5. Complete the Plaintiff Statement

Each person must fill out a Plaintiff's Statement form. Do a master copy to make it easier. You must sue each person listed as the legal owner on the property deed. You can each sue for the maximum amount allowed in Small Claims Court—\$5,000 twice a year and \$2,500 thereafter.

### Example:

The reason for your suit is: *"Defendants allow illegal activity to occur on their property at (fill in address of "Drug House") that deprives me of the quiet use and enjoyment of my property and causes me emotional and mental distress"*

## 6. Turn In your Statements

Return all the Plaintiff's Statements to the Small Claims Court Clerk. Ask the Clerk to schedule the same court date and time for all the claims. Bring a self-addressed stamped envelope for each claim. You should receive the service copies with the court date in about a week. It will cost \$22 to file a claim in Small Claims Court or \$66 for people who have filed more than 12 claims in the last 12 calendar months.

## 7. Serve the Property Owner

When the forms are complete, a copy must be served on the person, persons, or corporation you are suing. This is called "service of the Process." It is important to know the paperwork which must be completed for proper service, so talk to your Small Claims Court Advisor. For a small fee, the Small Claims Court will mail your summons to the property owner by certified mail, but personal service is recommended. Someone not involved in your suit can serve the property owner, or you can hire a professional process server.

## GETTING READY FOR COURT

Step 1: Ask your Small Claims Court Advisor for help in subpoenaing a specific police officer if you believe it will be helpful. The cost of subpoenaing an officer requires a deposit of \$150 to defray cost to the Police Department. The total cost of the officer is based on number of hours the officer was in court. The cost could be over the deposit, in which case you would be billed for the difference. You may also subpoena police reports that will corroborate the activity shown on your activity log. However, you cannot simply ask for all reports regarding the address because such a request is too broad. The Small Claims Court Advisor can help you draft a narrowly drawn subpoena that asks for incident reports taken on specific dates regarding specific addresses. Other public records and reports from the Fire Department, Health Department, and City Building Inspector may also be helpful to show violations.

## Important Phone Numbers

Small Claims Court  
Solano County  
Fairfield: 207-7335  
Vallejo: 561-7835

Small Claims Court  
Advisor  
422-7433

Mondays:  
8:00 a.m. - 12 noon  
1 - 5 p.m.

Tuesdays  
through  
Thursdays

8:30 a.m. - 12:30 p.m.

Step 2: Organize your records. Each individual should have a separate file to give the judge. Be sure to keep a copy of the file for yourself. Include in this file your Activity Log Book, all correspondence to the property owner and city officials, and any other reports regarding health or safety code violations that are relevant to the case.

Step 3: Prepare a personal statement detailing the emotional and mental distress that the “nuisance” has caused you. Be prepared to prove your individual monetary damages to the court.

Step 4: Have a meeting of all the people involved in the lawsuit and discuss how you are going to present your suit to the judge. Make a list of questions that you would like to ask the property owner and any witnesses that you have subpoenaed. Always contact your witness first. A hostile witness in a Small Claims court action may be unproductive.

### THE COURT HEARING

No lawyers may represent a client in Small Claims Court. So it will simply be you and the property owner sitting before the judge to state your case. The legal theories underlying your case are that the property owner is liable for 1) maintaining a nuisance and 2) acting negligently.

To support this legal theory you must prove:

- (1) Property owner owns the “Drug House” and was notified of the problem and given a reasonable opportunity to correct it; and
- (2) The activities at the “Drug House” have deprived you of the quiet use and enjoyment of your premises and/or caused you emotional distress.

Step 1: It is critical that the judge knows what the case is about before you start arguing it. So tell the judge the problem and then briefly outline your position.

Step 2: Now present your case to the judge, describing in detail the problem. A map of your neighborhood, photos of the “Drug House,” and a display board of any litter or other debris are good support documents. Describe what efforts you have taken to get rid of the “Drug House” and tell the judge what contact you have had with the property owner and the results.

Step 3: If you have any witnesses, like a police officer or a neighbor not involved in the case, have them testify.

Step 4: Read your personal statement detailing the emotional and mental distress the “Drug House” has caused you.

Step 5: The property owner will have her/his time to talk and ask questions. Do not interrupt. You will have your chance to respond.

Step 6: When you finish your presentation to the judge, you should be sure she/he realizes that you have incurred certain court costs and ask for these cost to be added to the judgment. Ask your Small Claims Court Advisor what costs you may ask for.

Step 7: The Small Claims Court Judge can award each plaintiff up to \$5,000 but does not have the power to order the property owner to evict a party who is not before the court.

### THE APPEAL

If you win in Small Claims court, the process may not be over. The property owner may appeal the case to the Superior Court. The appeal hearing is similar to the Small Claims Court Hearing and the same laws apply. The only difference is that lawyers are allowed to represent the participants. Property owners usually end up with lawyers, so it is a good idea to have one of your own. Be sure to request from the judge reimbursement of your lawyer's fees.

### COLLECTING THE JUDGMENT

Collecting your judgment is not as hard as many people make it out to be. Two "how-to" books exist that can tell you how to collect your judgment. They are:

1. Collecting Your Small Claims Judgment  
California Department of Consumer Affairs, 1989
2. Collect Your Court Judgment  
Nolo Press, Berkeley

**Resource Phone Numbers**

Fairfield Police Department	
Emergency	9-1-1
Cell Phone Emergency	428-7373
Non-Emergency	428-7400
Fairfield Fire Department	
Emergency	9-1-1
Cell Phone Emergency	428-7373
Business	428-7375
Abandoned/Inoperable Vehicles	
On public property	428-7300
On private property	428-7587
Animal Control (Humane Animal Services)	
	449-1700
Business Watch	428-7673
Code Enforcement Unit	428-7587
Crime Free Multi-Housing	428-7030
Crime Prevention Unit	428-7673
	428-7327
Domestic Violence Unit	428-7770
Drug Tip Line (Fairfield PD)	428-7374
Homeless Concerns	
Mission Solano	425-3930
Heather House	427-8566
Inter Faith Council of Solano Co.	427-8518
Neighborhood Watch	428-7673
	428-7327
Parent Project	428-7327
Public Works (for streets/trees/signals)	428-7407
Solano County Health Department	784-8600
Solano County Sheriff's Office	421-7000
Solano Crime Stoppers Tip Line	644-7867
Solano Garbage	422-4244

## Online Resource Information

Fairfield Police Department

**[www.fairfield.ca.gov/gov/depts/police](http://www.fairfield.ca.gov/gov/depts/police)**

City of Fairfield

**[www.fairfield.ca.gov](http://www.fairfield.ca.gov)**

California Courts Online (Self-Help Center)

**<http://www.courtinfo.ca.gov/selfhelp>**

Megan's Law Web Site

**<http://www.meganslaw.ca.gov>**

Office of the Attorney General

**<http://ag.ca.gov/>**

Online Crime Reporting (Fairfield Police Department)

**[www.fairfield.ca.gov/gov/depts/police](http://www.fairfield.ca.gov/gov/depts/police)**

Safe State Crime Prevention Resources

**[www.safestate.org](http://www.safestate.org)**

Solano County Web Site

**[www.co.solano.ca.us](http://www.co.solano.ca.us)**

Solano County Sheriff's Office

**[www.co.solano.ca.us/depts/sheriff](http://www.co.solano.ca.us/depts/sheriff)**

Solano County District Attorney's Office

**[www.co.solano.ca.us/depts/da](http://www.co.solano.ca.us/depts/da)**

VineLink Offender Custody Status

**[www.vinelink.com/](http://www.vinelink.com/)**

**Additional  
Service  
Contacts****A**

Adult School, FF/SS	421-4155
Adult Sports	428-7584
Air Pollution - Bay Area	1-800-253-2687
Alarms/Alarm Permits	428-7014
Alcohol Beverage Permits (one day)	428-7565
Allan Witt Aquatics Complex	428-7585
American Red Cross	438-7060
Animal Control Outside City Limits	784-1356
Animal Control Within City Limits (SPCA)	449-1700
Aquatics Information	399-1999
Arts & Community Events	428-7538

**B**

Bike Registration/License	428-1911
Bike Helmets	428-1911
Birth Certificates - County Recorder	784-6294
Box Office - FF Center for Creative Arts	428-7469
Box Office - Community Center	428-7469
Building Code Information	428-7451
Building Inspection Requests (msg line)	428-7570

Bus Schedule Information	707.422.BUSS (2877)
Business Complaints - BBB	510-238-1000
Business License Information	428-7509
Business Programs - Police	428-7321

## C

Cable TV (Comcast Cable)	1-800-945-2288
Chamber of Commerce	425-4625
Child Care (Sol. Family & Child.'s Svcs)	1-800-400-6001
Citations:	
- Parking	428-7503
- Traffic	421-7610
Citizen Service Desk	428-7661
City Clerk	428-7384
City Job Line	428-7396
City Manager's Office	428-7400
City Treasurer	428-7497
Community Center Class Info	428-7435
Community Center	428-7435
Community Development Block Grant	428-7438
Community Services Registrar	428-7714



Congressman John Garamendi, Fairfield	428-7792
Wash. D.C.	202-225-1880
Construction Complaints	428-7485
Council Office	429-6298
Council Information	429-6296
County Assessor	784-6210
County Clerk/Tax Collector	421-7485
Cultural Arts Awards Program Info	428-7538

## D

Department of Motor Vehicles (CA)	1-800-777-0133
Development Review - Engineering	428-7474
Divorce/Marriage License - County Clerk	784-7510
Dog License	784-1357
Domestic Violence 24-Hour Hotline	1-800-487-7233
Drug Tips (answering machine)	

## E

Elections/Registrar of Voters	784-6675
Emergency Preparedness	784-1600
Encroachment Permits	784-6077
Environmental Health Complaints	784-6765

**F**

Fairfield Center for Creative Arts	428-7538
Fairfield Center for Creative Arts	
Fairfield Downtown Association (FDA)	422-0103
Fairfield Housing Authority (Gen Info)	428-7392
"Fairfield Living" Show	428-7752
Fairfield Mental Health	784-2165
Fairfield-Suisun Adult School	421-4155
Fairfield-Suisun Chamber of Commerce	425-4625
Fairfield-Suisun Unified School District	399-5000
Fairfield-Suisun Sewer District	429-8930
Family Health Services Clinic	784-2010
Fence Locations (Planning)	428-7452
Fire Administration	428-7375
Fire Prevention & Inspections	428-7375
Fire Information, Weed Abatement, Reserve Firefighter Program (over 18) Fire Explorer Program (age 16-18)	428-7375
Fire Station #37	429-6237
Fire Station #39	429-6242
Fire Station #41	429-6243
Fire Station #40	429-6244
Fire Station #35	863-8306
Fire Training	428-7375

Flood Zones	428-7485
Food Bank, Solano	421-9778
Food Stamps	784-8050

## G

Garbage Pick-up	437-8900
Gas/Electricity PG&E	
24-hour emergency service:	1-800-743-5000
24-hour info on power outages:	1-800-743-5002
Agriculture Service:	1-800-743-5000
Girls' Fast Pitch Tournament	428-7766 or -7692
Golf Courses:	
Paradise Valley	426-1600
Rancho Solano	429-4653
Grading Permits	428-7485

## H

Homeless Shelter (Heather House)	427-8566
Household Hazardous Waste Appts.	437-8971
Housing Information	428-7392
Housing Authority Rental Assistance	428-7392
Housing Rehabilitation	428-7396
Human Resources Information (City)	428-7394

Human Resources Job Line (City)	707.428.7396
<b>I</b>	
Immigration	916-930-3839
Irrigation Maintenance	428-7411
<b>J</b>	
Jury Duty	207-7350
Jury Duty After Hours (Recorder)	207-7350
<b>K</b>	
<b>L</b>	
Landscape Maintenance Districts	428-7485
Legal/Civil Problems - Legal Aid	1-800-270-7252
Landlord/Tenant Disputes	1-800-270-7252
Library – Fairfield/Suisun	421-6500
<b>M</b>	
Marriage License	784-6294
Mayor	428-7395
Median Maintenance	428-7411
Meter Repairs	428-7415
Middle School Sports	428-7428
Mission Solano Homeless Shelter	422-1011
Mosquito Abatement	437-1116
Municipal Court - Criminal Division	207-7380

Municipal Court - Traffic Division	207-7360
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## N

Neighborhood Watch Info	428-7327
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Nuisance Abatement	428-7587
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## O

Observer Citywide Article	428-7400
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Open Space Foundation	432-0150
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Operation 10 (Children's Fingerprinting)	428-7673
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Outreach Independence for Seniors	428-7742
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## P

Parent Patrol	428-7327
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Pacific Bell Information	411
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Pacific Gas & Electric	436-2872
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Paradise Valley Golf Course	426-1600
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Paradise Valley - Legends & Heroes	421-2234
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Park Division	428-7614
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Park Maintenance	428-7407
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Park Ranger/Open Space Foundation	428-7614
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Park Reservations	428-7428
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Passport (Post office)	425-8471
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Permits & Licenses - Fire	428-7375
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Permits & Licenses – Plan. & Develop: Home Occupation	428-7461
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Permits & Licenses - Police:

Alarm User	428-7014
Alcohol Beverage Control—ABC (one day)	428-7587
Amusement	428-7587
Bingo	428-7587
Building	428-7451
Burn (Suisun District)	425-3605
Concealed Weapon	428-7644
Dance & Concert	428-7763
Massage Parlor, Tech/Establishment	428-7763
Parade	428-7763 or -7587
Secondhand Dealer	428-7763 or -7587
Solicitors	428-7763 or -7587
Street Closure/Special	428-7763 or -7587
Taxi	428-7551
Permits & Licenses – Public Works: Street Use	428-7635
Police Department Tours	428-7327
Police Vehicle Fleetside Operations	428-7333
Post Office (Fairfield)	425-2789
Property Line Locations	784-6200
Property Tax Bill Information (Fairfield Only)	784-7485
Public Information	428-7400
Publication Requests	428-7400

<b>Q</b>	
Quality Neighborhood Team (QNT)	428-7564
<b>R</b>	
Rancho Solano Golf Course	429-4653
Recycling Information	428-7489
Restraining Orders – DA's office	784-6800
<b>S</b>	
Salvation Army	426-6244
School Safety Patrol	428-7610
School Talks - Fire Safety	428-7744
Senior Citizen Liaison	428-7588
Senior Citizens' General Information	428-7421
Sewer District (Fairfield/Suisun)	429-8930
Sewer Repairs - Storms	428-7404
Sewer, Water, Streets, Sidewalks	428-7404
Small Claims Court	207-7335
Social Security Office	1-800-772-1213
Social Services Main Line	1-800-400-6001
Solano College	864-7000
Solano County Alcohol & Drug Services	784-2220
Solano County Clerk	784-7510
Solano County Counsel	784-6140
Solano County Criminal/Municipal Court	207-7380

Solano County District Attorney's Office	784-6800
Solano County Environ. Management	784-6765
Solano County Food Bank	421-9778
Solano County Health & Social Services	<b>211</b>
Solano County Human Resources Dept	784-6170
Solano County Job Line	784-6174
Solano County Library/FF-SS Branches	1-866-572-7587
Solano County Mental Health Crisis CTR	428-1131
Solano County Parks Department	784-7905
Solano County Recorder	784-6294
Solano County Sheriff's Department	421-7030
Solano County Traffic Court	207-7360
Solano County Transportation Authority	424-6075
Solano County Welfare Dept. General	784-8791
Solano Family and Children's Council	863-3950
Solano Food Bank	421-9777
Solano Garbage Company	437-8900
Solid Waste/Recycling Hazardous Waste	437-8900
SPCA	448-7722
Sports Info - Allan Witt Sports Center	428-7428
Street Light Outages	428-7407
Street Sign Maintenance	428-7407
Suisun, City of	421-7300



Swimming Information	707.399.1999
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<b>T</b>
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Theater Gallery	428-7430
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Theater Technical Shop	428-7668
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Title 19 Inspections	428-7341
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Traffic Control Lights	428-7407
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Traffic Counts	428-7482
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Traffic Division (County)	207-7360
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Traffic Division (City)	428-7524
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Transportation Wide load Permit	428-7485
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Tree Division	428-7407
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Tree Planting/Pruning/Removal	428-7407
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Tours (City facilities)	428-7523
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<b>U</b>
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<b>V</b>
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Vehicle Maintenance	428-7413
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Video Services	428-7752
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Video Production Studio	428-7752
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Volunteer Program Information	428-7767
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Voter Registration	784-6675
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<b>W</b>
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Water Billing Info	428-7346
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Water	428-7502 or -7346
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Water Conservation	428-7487
Water Division	428-7415
Water Park (Allan Witt)	428-7428
Water Repairs	428-7415
Water Testing	428-7594
Weed Abatement	428-7744
Welfare, Solano County	784-8791

**X**

**Y**

Youth Activities Info	428-7740
Youth Sports	428-7584

**Z**

Zoning Violations	784-6765
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